



St Michael's Primary School

Remote Learning Policy



Remote Learning: Our Vision

To provide high quality learning experiences that provide our pupils with the knowledge, skills and attributes they need for learning, life and work, developing each person's unique, God-given talents.

Rationale:

In December 2020 the First Minister announced that schools should provide remote learning from January 2021. This policy sets out to share expectations and establish a collective understanding of what remote learning means for our school community for this period of school closure and/or further closures.

Aim:

This remote learning policy aims to:

- set out the expectations for all members of our school community with regards to remote learning
- ensure consistency in the approach to remote learning for pupils that supports continuity of learning
- establish how we will implement and quality assure our remote learning offer
- provide clarity as to how our school's approach to remote learning links to guidelines from both the council and Education Scotland

What is remote learning?

*'Remote learning is learning that is **directed** by practitioners and **undertaken** by children and young people who are not physically with the practitioner while instruction is taking place.'*

Education Scotland January 2021

What will remote learning look like for learners?

“Learners should not engage in online learning for the entirety of the school day. Learning may include activities such as research tasks, project work, practical opportunities, discussions and other activities that can be carried out away from a digital device.”

Education Scotland January 2021

In St Michael’s Primary School, learners can expect:

- Learning experiences that are planned on a fortnightly basis for all pupils. Whether learning at home or in our Hub, pupils will engage with the same programme of study.
- Home Learning packs to be prepared for all pupils; parents have shared with us how valuable these are.
- Their home learning pack to contain: ten workbooks, with each one containing an overview of the day’s learning and paper copies of planned learning tasks. During shorter school weeks the number of workbooks will be reduced. On occasion we may need to provide remote learning that is in a different format in order to meet a pupil’s needs. This will be done in consultation with parents.
- Stationery and craft materials to be provided for home use during the time that the school is closed
- Daily face to face check-ins to support learning with staff also being available during the school day (9am – 3pm) on Teams to provide guidance, feedback and support. Each class will be online at a different time to ensure access for families where devices are being shared.
- Remote learning which can consist of pre-recorded lessons with follow up activities. Lessons can be a mixture of videos, which may be from the Class Teacher or from a bank of resources provided by, or recommended by, Education Scotland and Inverclyde Council Education Department . This could include the ClickView Platform, accessible via Glow, or via websites such as <https://www.thenational.academy>, <http://www.e-sgoil.com> or YouTube.
- Live lessons that may be provided to support pupil learning where another suitable resource such as recorded content is not available

- A clear process for submitting work. Pupils should upload their work through Assignments on Teams. Pupils can also celebrate any wider achievements through Twitter @SMPG1964 or by sharing on their class teacher’s Twitter feed.
- A curriculum that focuses on the continued development of Literacy, Numeracy, Health & Wellbeing and other curricular areas
- Feedback on their learning. Staff will provide written feedback on learning posted in Assignments. They will also provide feedback to questions raised during the day to support understanding.
- Learning tasks that will lead to the development of independent learning skills
- An opportunity every day to engage to socialise with their classmates via Teams. Class teachers will open up their check in sessions 5 minutes before the check in begins. This will give pupils the opportunity to chat freely within a space that is safely monitored by school staff.
- To engage in Wellbeing Wednesday afternoon where we will encourage pupils to focus on Mental Health and Physical Activities.
- The school to work closely with the local authority and partner agencies to address digital barriers to remote learning

What is the role of parents?

“Parents and carers want the very best for their children. It is important to stress that, in a period of remote learning, parents and carers are not expected to be teachers and we understand that many will be juggling work and childcare.”

Education Scotland January 2021

- Although the school is closed to most pupils, staff are always available to accept calls, give advice and support. Emails are always passed on to the most relevant member of staff. No one should ever feel that they are on their own. Our contact details are: Telephone 01475 714690 and INStMichaels@glowscotland.onmicrosoft.com. For safeguarding reasons, the Glow emailing system is for exclusive use of pupils and must not be used by parents. Any emails from parents must be sent from a personal email account.

- Parents should work towards establishing a daily routine to support their children accessing learning experiences. This routine must suit your own lifestyle and context. No two homes are the same therefore we ask that families don't compare themselves with what others are doing.
- Parents should ensure that time is identified to support activities which encourage a positive frame of mind and a healthy body. Taking care of Mental Health and Wellbeing is vital during this time.
- Parents can support their children accessing their learning experiences online and in their home learning pack; there is no expectation that parents will support their child from 9am – 3pm. Parents know their children best. Take breaks when they are needed and when the time is right, revisit the learning.
- Parents should continue to encourage, support and motivate their children to engage in the remote learning activities, reinforcing the key message that we want the very best for them.
- Parents should signpost their children to the live sessions with their teacher and the recorded content online as this will enable them to engage with the new learning in their pack
- Parents will be signposted to the "Inverclyde Digital Safeguarding Policy" to ensure the safety of all accessing GLOW/Teams
- If your child is unwell or unable to engage in remote learning, you must inform our school office staff following normal attendance procedures before 9.30am. We will then update our system accordingly.
- Whilst teachers are working remotely they have many other tasks to complete: supporting all pupils within the class, planning future learning experiences, assessing work that has already been submitted, supporting in-school learning at the Hub and attending meetings. They won't always be able to respond to messages, posts or uploads immediately. They will, however, respond timeously within the school day.
- Regular and supportive communication with parents will continue via newsletters, emails and phone calls
- Remote learning will be reviewed every 4 weeks via Forms questionnaire for parents to submit. This will support improvements in the offer of Remote Learning and allow us to plan more effectively.

- Further information to support Parents can be found at the following places:
 - <https://www.parentclub.scot/>
 - School Website [St Michael's Primary | Inverclyde Council](#)
 [\(glowscotland.org.uk\)](http://glowscotland.org.uk)
 - School Twitter @SMPG1964 and each class teacher's Twitter account
 - [Supporting remote learning | Supporting remote learning | National Improvement Hub \(education.gov.scot\)](#)
 - [Microsoft Teams help & learning - Microsoft Support](#)

What is the role of pupils?

- To know who to speak to or contact if they are worried about something or feeling overwhelmed
- To engage as best they can in daily learning, showing our school values and learner characteristics of the Super Six
- To follow the daily schedule set by their teacher as best they can, taking breaks when they feel that they need them
- To engage in dally check ins and access new learning which will then be consolidated through using the home learning pack
- To use their stuck strategies whenever they encounter a challenge or problem
- To upload their learning to Assignments
- To contact their teacher through Teams or email whenever they come across a problem they cannot resolve themselves
- To be respectful of other classmates and staff when engaging in remote learning
- To accept and respond to feedback
- To continuously reflect upon their learning each week to allow them to make progress

What is the role of staff?

'Class teacher retains responsibility for planning and organising children's and young people's learning, with learning supported by parents and carers'

Teaching Staff:

- Teachers will plan pupil learning on a two weekly cycle, ensuring progression and quality of experiences. Lessons will be differentiated in Literacy and Numeracy, enabling pupils to work towards achieving the personal learning targets they have set.
- Teachers will provide admin staff with the templates required for preparing the home learning packs. Pupils should be provided with all the paper based resources for learning; families should not be printing learning materials at home.
- Class Teachers will share expectations for learning on a daily basis with learners
- Teachers will post learning for pupils on Teams in the form of a daily planner. Pupils should expect to engage in Literacy and Numeracy/Maths learning tasks each day, with other curricular areas being experienced at different times in the week eg Religious Education, Health and Wellbeing, Social Studies and Expressive Arts.
- Teachers will be providing feedback via Teams as well as a chance for pupils to ask for clarity and questions between 9am and 3pm
- The whole school will engage in Wellbeing Wednesday afternoon where we will encourage pupils to focus on Mental Health and Physical Activities. Teachers will not be online between 11.45am and 3pm on this day as they will be planning and preparing lessons as well as attending meetings/training online.
- Class Teachers will be available during the school day (9am -3pm) for any questions or concerns. They will be more than happy to give advice or guidance.
- Each Class Teacher will spend a half-day supporting In-School Learning – our Hub for Key Worker pupils. Staff will be unable to respond to pupils during these times. Staff will inform the pupils when this will take place.
- Teachers will attend quality professional learning sessions to support their professional development and attend staff meetings working collegiately with colleagues

Clerical Staff:

- Clerical Staff will assist with the day to day management of the Hub
- Clerical Staff will support the organisation of the Remote Learning process
- Clerical Staff will provide additional resources for families – jotters, pencils, pens, etc
- Clerical Staff will assist in the creation of the home learning packs.
- Clerical Staff will assist with provision of log in details. Please note that for security and safeguarding reasons, Glow passwords cannot be given to parents.

Support Staff:

- Support Staff will support in-school learning in the Hub
- Support Staff will assist with the day to day running of the Hub
- Support Staff will engage with pupils in their TEAMS to support learning and Health & Wellbeing
- Support staff will assist in the creation of the home learning packs
- Support Staff will attend quality professional learning sessions

What will happen if pupils are not engaging?

It is important that we track pupils' engagement in remote learning to identify families who may need additional support to access the remote learning provision. As well as this tracking engagement in remote learning will be a key function of our safeguarding responsibilities to children as well as supporting pupil and family well-being.

- Staff will monitor attendance/engagement on a daily basis
- SEEMiS (Our system for recording daily school attendance) is being used to input attendance data using the correct codes to ensure we are aware of any issues whereby pupils cannot engage. i.e pupil illness
- We will collate information from Teams using "Insight" data, pupil engagement on Bug Club, Sumdog, Spelling Shed and Maths Shed.

- We will collect this information over the course of each week, however we will contact parents/carers after 2 or more days of non-engagement from pupils without a reason being provided – this will be a supportive contact

How will we ensure quality?

- SMT will engage with the Council’s Education Services team including focused meetings about remote learning
- School will use the audit tools provided by the Council’s Education Services team to support quality in Remote Learning
- SMT will view all learning packs for quality and consistency
- SMT will engage with all Teams groups with a focus on pupil engagement as opposed to pupils just logging on
- Staff will monitor pupil posts on Teams to ensure they are respectful and relevant. Any posts that give concern will be removed and parents will be informed.
- Staff will complete a moderation exercise to discuss the Home Learning Packs and learning experiences on offer
- SMT will engage in Professional Dialogue – 1:1 with staff to discuss planning and pupil engagement
- SMT will arrange a TEAMS Meeting for small groups of pupils to discuss engagement and learning
- SMT will engage with parents/carers via our Parents’ Group Meeting to agree a shared understanding of our Remote Learning Policy
- Forms questionnaire to be used to gather information around the accessibility of our Remote Learning offer – this will be completed every 4 weeks.
- Evaluation of the remote learning experience will be included within the annual Standards and Quality Report

Further reading / related documents:

- Inverclyde’s Remote Learning Guidance, January 2021
- Inverclyde digital safeguarding guidance, revised January 2021
- [Education Scotland Remote Learning](#)
- Maximising Engagement during lockdown – Inverclyde Attainment Challenge 2021

